



# OS-HELP APPLICATION FORM

<b>OFFICE USE:</b>
Date received: _____
Initials: _____

OS-HELP is a loan scheme to assist eligible undergraduate students to undertake some of their course of study overseas. It can be used for expenses such as airfares, accommodation, tuition fees and other travel or study expenses. In 2007, the maximum OS-HELP loan for any six month period is \$5196. You can apply for a loan of any amount up to this figure.

To be eligible, you must have successfully completed at least one year (equivalent full-time) of your course of study in Australia as a Commonwealth supported student, have the overseas study count as credit towards the course of study you are enrolled in with your home provider, and still have at least one half year (equivalent full-time) of study yet to complete when you return from overseas.

Eligible students can receive two OS-HELP loans in their lifetime. Each loan relates to a given six month period. You can receive OS-HELP for overseas study periods of less than six months but you cannot receive an OS-HELP loan more than once in a given six month period. Your six month period is taken to commence on the first day that you commence your overseas study and end six months from this commencement date. OS-HELP is not available to students undertaking their whole course outside Australia.

Your OS-HELP debt is added to your accumulated HELP debt, and can be repaid through the tax system when your income exceeds the minimum repayment threshold or by voluntary repayments direct to the Australian Taxation Office. Further information regarding OS-HELP, including eligibility requirements and application procedures, can be accessed at the *Going to Uni* website ([www.goingtouni.gov.au](http://www.goingtouni.gov.au)).

<b>Eligibility Rules</b>
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To be eligible for OS-HELP assistance you must:

- be an Australian citizen or the holder of a permanent humanitarian visa;
- be enrolled as a Commonwealth supported student in an undergraduate course of study at CHC;
- be enrolled as a full-time student at an overseas higher education institution, or an overseas campus of an Australian higher education provider, and be outside Australia while undertaking this study;
- have completed at least one year (full-time equivalent) of your CHC course of study as a Commonwealth supported student;
- have maintained satisfactory academic progress in your studies at CHC;
- have at least one half year (equivalent full-time) of study yet to complete in your course when you return from overseas;
- not have received OS-HELP previously on more than one occasion;
- not have been granted an OS-HELP loan from another provider for the same or overlapping period;
- provide your Tax File Number and a completed OS-HELP debt confirmation form;
- have credit towards your CHC course approved;
- be selected by the College to receive an OS-HELP loan.

<b>TO APPLY FOR AN OS-HELP LOAN, PLEASE COMPLETE THE DETAILS IN THE FOLLOWING SECTIONS.</b>
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<b>Personal Details</b>
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Title	<input type="text"/>	Family Name	<input type="text"/>
Given Name(s)	<input type="text"/>	Preferred First Name	<input type="text"/>
CHC Student Number	<input type="text"/>		

### Contact Details

Mailing address Street address

Suburb/Town  Postcode

State/Country  Telephone

Other contact details Mobile  Email

### Details of Application

1. Have you ever previously received an OS-HELP loan from CHC or from any other Australian higher education provider?

Yes - If so, when?

No

2. Are you an Australian citizen or the holder of a permanent humanitarian visa?

Yes - Visa number (if applicable)

No

3. What is your current course of study at CHC?

Course code  Course name

4. At what institution do you propose to enrol?

5. In what city, state and country is this institution located?

City  State (if applicable)

Country

6. Will you be enrolled on a fulltime basis?  Yes  No

7. Have you successfully completed at least one year (full-time equivalent) of your CHC course of study as a Commonwealth-supported student?

Yes  No

8. How much of your course will you have yet to complete when you return from overseas?

Years (full-time equivalent)

9. What amount of money are you seeking? \$  AUD

10. If granted, on what do you propose to spend your OS-HELP loan? *Please provide details below*

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\_\_\_\_\_

\_\_\_\_\_

### Accompanying Documentation

This application form must be accompanied by the following:

- details of the proposed course of study and institution;
- documentary evidence of the accreditation status of the institution and the course of study;

- details of units proposed to be undertaken, including at least objectives, content, contact hours, assessment and major references;
- a proposal of credit to be counted towards the CHC course of study (including equivalent units, course requirements where applicable, and total credit);
- written approval of the proposed course and credit arrangements by the Course Coordinator.

**Declaration**

Please read and sign the following declaration:

*I hereby apply for an OS-HELP Loan. I declare that the information provided in this application is true and correct. I agree to provide to the College on request further information necessary to process my application.*

Signature of applicant  Date  /  /

Name of applicant

**Procedures the College will follow in determining whether to select students for receipt of OS-HELP assistance**

In selecting students, the College must satisfy itself that each applicant meets the provisions for entitlement to OS-HELP assistance. The College will apply merit, fairness and transparency criteria to the process of selecting students for receipt of OS-HELP assistance.

The College will notify students who apply for OS-HELP assistance of the outcome of the selection process, in writing, either within two months of receiving the application, or within two months of the application closing date, whichever is later.

An offer of OS-HELP assistance will be made in writing, and will set out the assistance to which the student is entitled and the conditions attached to it.

You will not receive payment until you sign and submit the OS-HELP debt confirmation form, which must not be signed until you have read the OS-HELP statement of terms and conditions.

In relation to a student who is applying for a continuation into a second six month period of an existing OS-HELP loan, the College will determine, not more than six weeks before the commencement of the second period, that you meet the provisions for entitlement.

If the College has offered OS-HELP assistance to you but has not yet made the payment to you, the College will withdraw the offer if it determines that you do not meet the requirements for receiving OS-HELP assistance. If the College considers that an applicant has provided false or misleading information, the College must notify DEST and provide DEST with the relevant paperwork without informing the student.

**PLEASE SEND THE COMPLETED FORM AND ANY ATTACHMENTS TO**

The Registrar  
 Christian Heritage College  
 PO Box 2246, Mansfield DC, Qld 4122  
 Australia

**CHRISTIAN HERITAGE COLLEGE OFFICE USE ONLY**

Approved  Yes  No – Registrar  Date  /  /

Business Manager  Date  /  /